

## **Safety and Risk Management Committee Meeting Minutes**

### **November 2007**

**Present:** Tommie Murray, Sarah Merrill, Cindy Bronson, Deb Bard, Eyvette Santamore, Fran Levine, Steve Barden, Gwen Lipsey, David Mitchell, Georgiana Burrows, Jim Bilodeau, Brenda Wetmore

**Absent:** Jerry Roberts, Mike Kuhn, Adena Weidman, Anne Jerman, Terry Rowe, Tom Simpatico, Jeni Roggensack, Donna Delphia

#### **Guest:**

#### **Agenda:**

Follow up:

- Quantros update
- Mock Emergency Plan: David
- Backpack for Emergency Use: Update
- Brooks 2 Hallway Lighting: Steve
- Evacuation Plans for Unit/Patient Care Area: Each unit to review Evacuation Plan to see where it leads and be prepared to discuss

New Items:

- 1 Treatment Mall: Safety
  - Environmental Safety
  - Staff roles and responsibility
- 2 Unit Cleanliness and Processes: Jim
- 3 Safety Audits

#### **Follow up on Quantros:**

Sarah discusses that the paper forms were still in effect but the system is still on hold. Also she announced that there is a winner on the contest for a new name and that a runner-up is also a winner.

#### **Safety Audits:**

The safety audits were to be discussed but due to other items and the time frame this will be discussed in the next meeting. Safety audit reports: What are the higher risked items?

#### **Snow Removal Plan:**

Discussion about using B1 egress where the best exit should be for emergency procedures with the patients

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- Is there a plan for repeat shoveling if snow continues?
- Is there a space to obtain 100 people? Steve had mentioned that the units were not prepared. Safety officers follow up. Also there is no plan for evacuation in the canteen.

Next steps:

Each unit to review Evacuation Plan to see where it leads. Want to assure we have 1 plan that is not weather / season dependent. Report back next month.

Safety Officers to monitor snow removal process after storm and reevaluate.

### **Brooks 2 Hallway Lighting**

Steve had mentioned that the light had not been fixed yet. He said he would follow up on that.

### **Emergency Drill Report**

David discussed that the mock surveys have been on hold and expects to have 2 drills done in December.

### **Treatment Mall Safety**

Looks like things are getting better concerning the patients. Privileges – What is safe in certain areas?

### **Unit Cleanliness:**

Units are doing less, garbage found on food carts. Who does housekeeping on Holidays> Jim was going to see about 24/7 coverage for housekeeping. Kitchen staff will stay the same for now. Each unit reminded about kitchen duty. There should be a checklist on each unit of the duties that are to be done on a daily basis. Add to the list that the trash needs to be covered and separated. Fran will check the list and be sure that it is updated.

**New Agenda next meeting:** David will develop a procedure for a lock down of every employee to be assured that each employee is behind a locked door.

**Next Meeting: January 29th, 1:00 in Hanks Courtroom**